



Charter of the Information Technology Governance Committee

**Subject: Information Technology Projects in
NC Department of Health and Human
Services (NC DHHS)**

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I. Name

This Charter constructs a standing committee officially named the NC DHHS IT Governance Committee. The short name for this standing committee shall be the ITGC.

II. Mission

The mission of the ITGC shall be to plan, approve, prioritize, and direct NC DHHS IT initiatives to ensure that customer expectations for IT solutions are met, IT risks are mitigated, and best value is secured to meet both business and IT needs.

III. Responsibilities

The duties of the ITGC follow:

- Determines and consistently applies criteria for prioritizing and deciding on IT investments across NC DHHS
- Reviews and approves significant resource, scope and/or schedule changes to IT initiatives
- Facilitates, when applicable, the approval of DHHS' IT projects by the Office of State Budget and Management (OSBM), Office of the Controller (OSC) and the State Chief Information Officer (SCIO)
- Looks for opportunities to benefit from enterprise, multi-divisional, or statewide solutions which best meet the business needs of DHHS and the respective divisions
- Develops and maintains a forum for sharing responsibility and ownership of actions and end results surrounding IT investments across NC DHHS divisions, offices and facilities

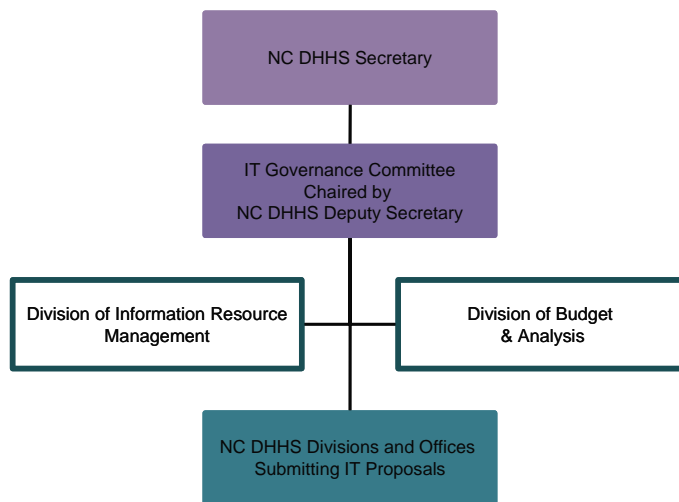
IV. Duration

The ITGC shall be a standing committee that shall be in existence until the Secretary of NC DHHS discontinues the ITGC.

V. Establishment and Organization

The ITGC shall exist at the pleasure of the Secretary of NC DHHS. **Figure A** illustrates the organizational structure for the ITGC. The creation, composition, roles, and responsibilities for each assembly reporting to the ITGC shall be documented and maintained in a separate document entitled, *Roles, Responsibilities, and Authorities*.

Figure A. Coordination and Reporting Structure for NC DHHS IT Proposals



A. Selection of Divisions and Offices Represented on ITGC

The Office of the Secretary shall elect which divisions and offices are represented on the ITGC.

VI. Management Relationships and Duties

A. Official Members

Committee membership shall be comprised of senior business leaders throughout NC DHHS. If for some reason, a member is unable to commit to participation in the ITGC, (s)he shall designate another senior level business leader from within the Division/Office.

B. The Chair

The DHHS Deputy Secretary will serve as the ITGC Chair. The Chair shall have the authority to delegate functions and responsibilities to the extent that this Charter does not expressly prohibit such delegation.

The Chair shall set agendas for, and preside over, meetings of the ITGC. The Chair shall ensure that the actions of ITGC meetings are recorded and distributed.

C. The Vice-chair

The DHHS Deputy Secretary shall appoint a Vice-chair, who shall preside over ITGC meetings in the Chair's absence.

D. Meetings

The Chair shall establish a schedule for the regular meetings of the ITGC. The Chair may call ad hoc meetings upon written notice of no less than two (2) business days. Written notices may be in the form of email.

E. Voting Members of the ITGC

Directors and officers of the following principal divisions and offices are voting members of the Committee:

- Deputy Secretary, NC DHHS
- Budget and Analysis, Division of (B&A)
- Child Development, Division of (DCD)
- Controller, Office of the (OC)
- Information Resource Management, Division of (DIRM)
- Medical Assistance, Division of (DMA)
- Mental Health, Developmental Disabilities, and Substance Abuse Services, Division of (DMH/DD/SAS)
- Policy and Planning, Office of (OPP)
- Public Health, Division of (DPH)
- Social Services, Division of (DSS)

In addition to the appointees of the principal divisions and offices, the DHHS Assistant Secretary for Health Policy and Medical Assistance and the DHHS Assistant Secretary for Long-term Care and Family Services shall be voting members of the ITGC.

VII. Quorums and Voting

A quorum, for conducting business and making recommendations regarding actions for items coming before the ITGC, shall consist of two-thirds of voting members. A simple majority of those voting in favor of the motion shall pass a motion. The ITGC Chair shall only vote in the event of a tie vote among ITGC voting members.

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